


يَا أَيُّهَا الْمُسْلِمُونَ



“(Muslim’s) You are the best of nations, sent for the benefit of mankind. You enjoin good and forbid evil and believe in Allah”
Quraan [Suratu Aali Imran : 110]

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Introduction

Idara-e-Deeniyat is a charitable organization that was started in 2004 to spread basic islamic and moral education along with learning of the Qur'an and Hadees among men, women and children with this (Insha Allah) every muslim will live the islamic way, will become a better person, will prove beneficial to humanity and will be successful in this world and hereafter.

Allah has hidden the key to success for all humans in the knowledge of islamic (Deen). Deen teaches us about having faith in Allah, praying to him and also about honest dealings, good social manners and maintaining a good character, That is why, is mandatory for every muslim to make some time and utilize it towards learning Deen.

An organized maktab is the best way to spread islamic education (Deen) among people. Therefore the different institutions of deen (madrasas, masjid in charges and scholars) should collaborate and work towards establishing organized maktab with good

systems and (insha Allah) Deen will be spread among the rich and poor and every one will achieve success in this world and hereafter.

After 10 years of hard work and experience, Idara-e-Deeniyat has devised the system, syllabus, teaching method and supervision which are necessary for the functioning of every maktab.

In order to establish a new organized maktab or to organized a prevailing maktab, Idara-e-Deeniyat offers workshop where all the work is taught and all the equipment required for a maktab is sold at its actual cost price.

Organized Maktab

An organized maktab is a place where Naazra-e-Qur'an and basic deen is taught, where the system functions at its best, where the (authentic and reliable) syllabus is taught with love and on congregational basis and where supervision is being carried out to standardize the maktab. Any maktab which has these 4 characteristics is called an organized maktab.

How to organized maktab?

From the above paragraph we've understood that an organized maktab requires the following factors;



System



Syllabus



Method of Teaching



Supervise

Idara-e-Deeniyat has been collectively working towards establishing organized maktab and also towards creating a complete and easy syllabus with the graciousness of Allah the established organized maktab following.

the syllabus have brought in large numbers of students.

And now the important things related to the 4 factors will be explained to you.

There is a lot of work, but the staff is less.
Therefore each person should become
more considerate and concerned.



System

The factors which lead to the establishment and progress of a maktab are also collectively called the organization (system) of the maktab. The following factors contribute to an organized maktab : A responsible in charge, Appropriate location, Conducive atmosphere, Well trained teachers, Systematic collection of fees to meet the expenses of the maktab, Scheduled exams and an annual day, Maintaining healthy relations with parents.

- A systematic organization is the backbone of an islamic institution .
- It helps in strengthening the standards of the institution.
- An organized maktab also inculcates the love of learning deen among children.
- It also motivates parents and they enroll their children and as a result, the number of students increase.

1. Maktab In charge



1.1 Anybody can hold the position of being a maktab in charge be it the trustee of a masjid, the imaam of a masjid or an aalim or any one who is ready to take up the responsibility of keeping the maktab well organized. Such a person may also be called the regional in charge of the maktab.

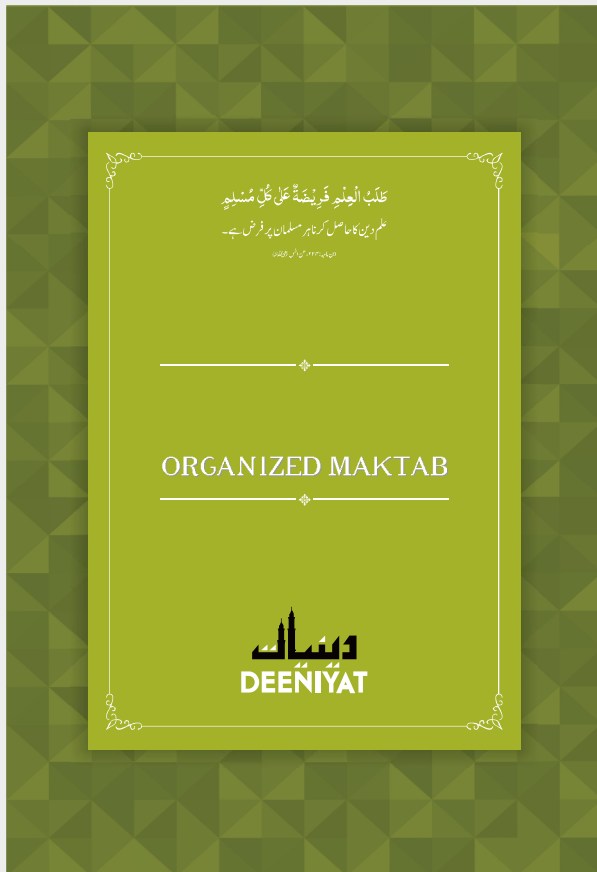
A responsible in charge is very important in keeping the maktab well organized as it functions. The in charge should be well versed in everything related to the functioning of the maktab and he should be aware about what he has to do. With this he will be able to correct any mistakes that are taking place in the system of the maktab.

Rasoolullah ﷺ considered this as a very important qualification for leadership.

A group of 70 men from taaif had come in the ser service of Huzoor ﷺ . They gained the knowledge they had to and were preparing to leave. Rasoolullah ﷺ announced Hazrat Usman bin Abul Aas ؓ as the leader although he was the youngest and there were many others who were elder and experienced. The reason was that Hazrat Usman bin Abul Aas ؓ was very well versed with the Qur'an and other islamic laws and this is what was most needed. While announcing him as the leader, Rasoolullah ﷺ said "Usman is a very wise person and he has also memorized one part of the Qur'an.

[Tbaqaat ibne sa'd : 6/23]

2. Workshop



- ① It is the maktab in charge who grants permission to organize a maktab and start with its syllabus. Therefore it is very important that the in charge properly understands the system and syllabus of the maktab which has been taught in the workshop. This makes it easier for him to start the functioning of the maktab.
- ② All the provisional matters of the maktab are to be managed by the maktab in charge, therefore, it is very important for the in charge to understand the system and syllabus taught in the workshop. This makes work easier.
- ③ In case a teacher is being transferred from a particular maktab, the in charge should make suitable provisions and for this he should be well versed in whatever has been taught in the workshop. This helps in the smooth functioning of the maktab.

3. Time scheduling



- ① If the in charge utilizes an hour per week to keep a check on all the matters related to the maktab, it the matters strengthening the position base of the maktab.
- ② When the resident in charge and the head of the maktab in taking responsibility then it becomes easier for the teaching to maintain good quality education and supervision and even motivates than to perform better.
- ③ The staff of the maktab along with the regional supervision, should handle problems related to teaching and other factious of the maktab.

4. Maktab in masjid or room

In the era of Prophet Muhammad ﷺ, there was a system of religious (Deeni) education in every mosque. And Masjid-e-Nabawi was the Center for this purpose. Ulama noted that there were 9 Madaris near to Mosques in Madina Munawwarah for children, where they achieved the education of Qur'an along with the exercise of writing.

[Ahde nabwi mein nizaame taaleem : 79]

Except for this, some people (Sahaba) used to teach in their own houses. In Madeenah Munawwarah Hazrat Musa'b bin Umair ؓ, As'ad bin Zaraara ؓ taught the people. And Huzoor ؓ also taught in “Daare Arqam”. Hazrat Saeed Khudri ؓ narrated that whenever Sahaba sat down, they started discussing, and meagerly their discussion was about Deeni Ahkam and Masaail, someone beg others to recite Holy Qur'an and some others recite Qur'an themselves.

In the light of this discussion, we came to know that “Place” never been an obstacle for Sahaaba Kiraam in the way of learning and teaching, whenever and wherever they got opportunity, they established a system of Deeni education. Therefore, we also in need to establish organized Makaatib at each and every place.



- ① If there is a place (apart from a masjid) available for the establishment of a maktab, its preferable otherwise it can be started in a room inside a masjid.
- ② If there is no room available inside or outside a masjid, a maktab can be started inside a masjid until a room has not been arranged.
- ③ During the reign of Aap ﷺ and sahaabas ؓ the masjid-e-nabwi was a center of praying, gathering, teaching, learning and service.
- ④ The masjid being a place to offer namaz, should also be utilized to learn deen.
- ⑤ Its easier to supervise a maktab that has been set up in a masjid because the imaam and committee is already present.
- ⑥ Its better to either purchase or rent a room to set up a maktab.
- ⑦ A maktab can also be started in an empty room or area in somebody's house.

5. Place for women and elder girl

The Prophet ﷺ paid an special attention towards the education of women. Once on the occasion of Eid, Prophet ﷺ addressed the people and advised them, there were some women also behind men, The Prophet felt that His voice was not going through the women, then the Prophet, ﷺ came out with Hazrat Bilal ؓ to those women, addressed them and encouraged on Sadqa.

[Bukhari: 98, Ibne Abbaas ؓ]

In the time of Prophet ﷺ, the women also have special interest of gaining Deeni knowledge. It is narrated in Bukhari that once an woman came to Nabi ﷺ and said: O' Prophet of Allah! Those who are men went ahead in learning the teachings of Deen (but we women don't get this opportunity), therefore, fix a day in a week, so we can come to you, and you teach me all that Allah has given you. Nabiss said: You women come at such and such place on such and such day. Women gathered at that place and Nabiss went to them and taught them whatever Allah informed him. [Bukhari: 7310, Abu Saeed ؓ]

From the above given hadees, its clear that learning deen is equally important for men and women. There should be an awakening passion in women for learning deen. Lastly, there should be a separate place arranged for women (for learning) where strict pardah can be observed.



A place where women learn Qur'an and deen through other women, it is called women's maktab.

- ① For girls above 9 years of age and women, a place should be arranged where proper pardah is being observed.
- ② Women can utilize the maktab when it is closed for children in the afternoon (11 am to 3 pm).
- ③ A room adjacent to a masjid with a separate pathway to enter and exit can be used to set up a women's maktab (strict pardah should be observed).
- ④ A women's maktab can be started by renting an empty room or in someone's house when the male members are not present.

6. Maktab in muslim school and college



- ① 98% of children get enrolled in schools, If initiatives are taken to teach deen in schools, so many children will be able to learn their school subjects and deen simultaneously.
- ② Those students who have not enrolled in a maktab will also get an opportunity to learn deen.
- ③ The school already has an organized system only the syllabus needs to be implemented.
- ④ A school being handled by a muslim trustee and where a majority of students are muslims, the deeni system and syllabus can be easily established.
- ⑤ The trustees, principal and teachers of the school should be explained about the social conditions, their responsibilities, the benefits of the syllabus and they should be encouraged and the syllabus should be implemented.
- ⑥ Before establishing the deeniyat system and syllabus, it is very important to do everything according to the Islamic law (shariat) the uniform and education should be solely islamic separate arrangements of classes should be made for elder boys and girls.
- ⑦ The classrooms in a school and college can be utilized before or after class hours for the maktab.
- ⑧ An empty room in a school or college can be used for starting a maktab during class hours.
- ⑨ Empty rooms or class in the school/ college can be rented for starting a maktab.

7. Healthy environments



Nabi ﷺ Himself keeps his eyes on his students (Sahaba) about these things, Hazrat Jabir bin Abdullah says that Rasoolullah came to me and noticed that a person has his hair scattered. Nabi ﷺ said: Has he not a comb so that he could fix his hair. Like this, Nabi ﷺ saw an another person who was wearing a dirty cloth. And said: Has he no water and soap, so that he could wash his cloth. [Abu Daaood : 4062]

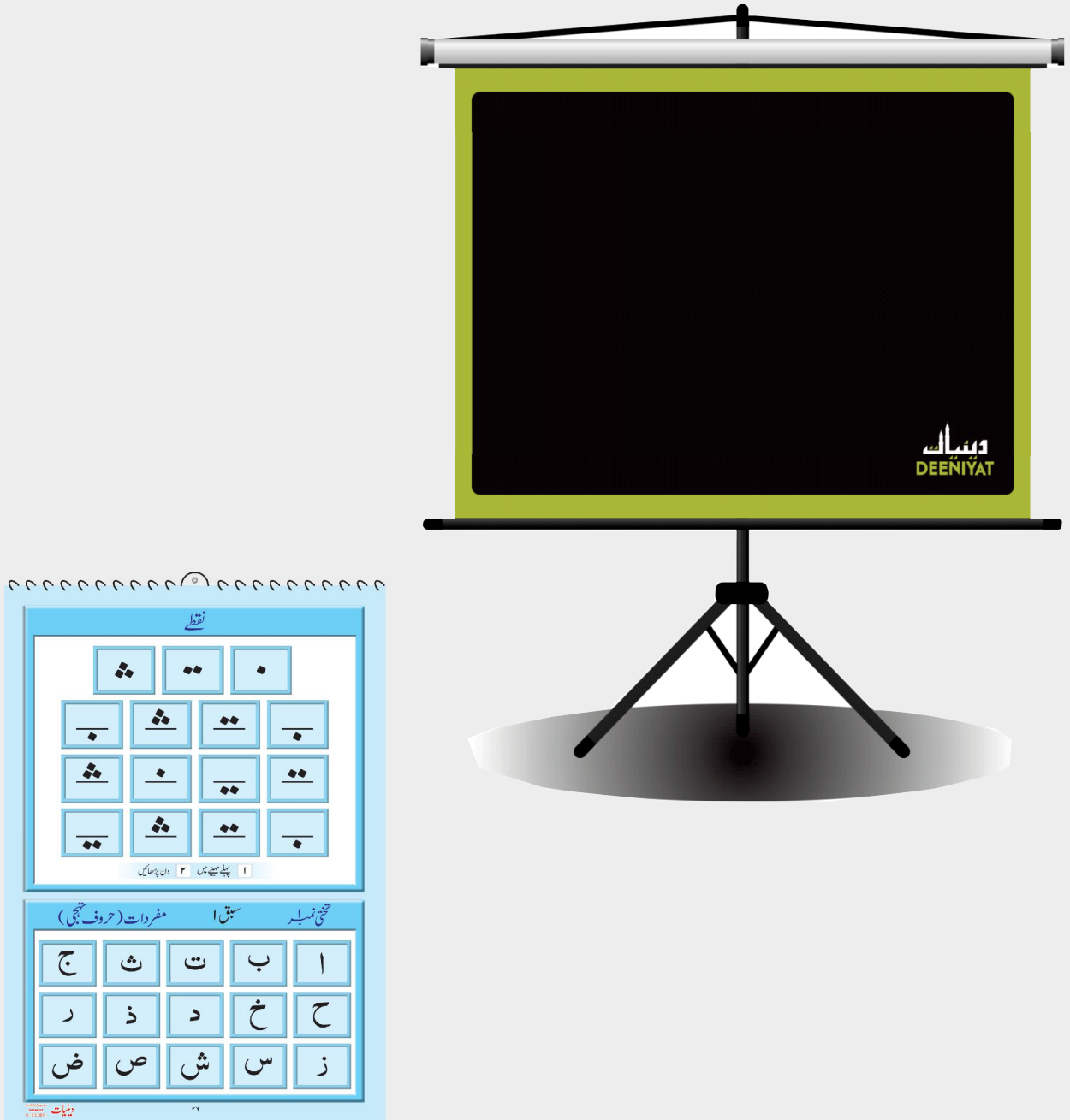
- ① Islams affirms / declares a lot about cleanliness, Therefore cleanliness should be maintained in andd outside the maktab.
- ② Aap ﷺ said, "Keep your courtyard clean" [Tirmizi :2799, Sa'd bin Abi Waqqaas ؓ]
- ③ Children get influenced by the environment around them. Therefor, cleanliness in the maktab will inculcate clean habits in them
- ④ Parents and guardians get influenced by the cleanliness in the maktab and hence they send their children with enthusiasm.
- ⑤ The teachers should keep a check on the uniforms as well as cleanliness of teeth, nails and hair.
- ⑥ Also, persuade children to maintain cleanliness in their day to day lives.
- ⑦ There should be good provisions of drinking water, wuzu area and lavatories (try keeping this separate for girls).
- ⑧ The shoes should be placed neatly and teachers should persuade students to practice this. This helps in inculcating discipline in children.
- ⑨ Good provisions of lighting and ventilation should be made so that children don't face problems while studying.
- ⑩ Proper lighting facilities should be there in the maktab. In case there is no lighting in certain areas, arrange for an invertor or generator.
- ⑪ The Walls should be painted with appropriate colours.

8. Tipaayi*, Qaalin*, Partition*



- ① Mats and carpets should be used for sitting. This helps in improving the environment of the Maktab.
- ② Mats and carpets also help protecting from heat, cold and dust.
- ③ Availability of tables throws a good impression on the environment of the maktab.
- ④ Tables also make it easier for students to sit in order.
- ⑤ Tables help in placing books with manners and using them. This inculcates respect and discipline among children towards books and learning.
- ⑥ Its easier for teachers to look into the students books and teach.
- ⑦ Its easier to write in books and copies placed on a table.
- ⑧ The table should be placed in away that all students are equally distant from the teacher, all students should be able to see the teacher and the teacher should be able to hear each student.
- ⑨ If more than one group of students is studying in the same room, a partition should be created to avoid interruption of voices. or at least a curtain should be drawn in between to avoid distraction among children and teaching and learning also becomes easier.

9. Black board and nooraani qaaida chart*



- ① Using a blackboard makes congregational education easier and there of one it should be used in the maktab.
- ② The Noorani Qaida from the book has been replicated in a biggest chart form to make it easier to the teacher to

